



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** Adopted Child's Record

**CUTOFF:**EOCY in which case is closed

**DESCRIPTION:** Records contain the natural parent record of a child relinquished for adoption, family-centered service cases and the family-centered out-of-home care records for a child removed from their birth family and not returned. Section 5: Chapter 4.2.7 of the Child Welfare Manual.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 821

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Adoption and Legal Guardianship Resource Records

**CUTOFF:**EOCY in which case is closed

**DESCRIPTION:** Adoptive Resource parent records contain the birth parent record of a child relinquished for adoption, family-centered services cases and the family-centered-out-of-home care record for a child removed from their birth family and not returned. Legal Guardianship Resource parent records contain the birth parent record of a child relinquished for guardianship, family-centered services cases and the family-centered-out-of-home care record for a child removed from their birth family and not returned. Contents of this file are to include the child's placement summary, any reports for the child, the family's home assessment and updates, forms, payment related paperwork, legal paperwork, the subsidy contract, any correspondence and narrative that relates to the adoptive family. Records produced and maintained per Section 5: Chapter 4.2.7 (Adoption and Legal Guardianship Resource Records) of the Child Welfare Manual.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 819

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** CA/N Investigations and Family Assessments with "Home Schooling" or "Located Out of State" Conclusions

**CUTOFF:** EOY in which conclusion is reached

**DESCRIPTION:** This series would include CA/N Investigation or Family Assessment reports that were concluded as "Located out of State" and "Home Schooling". CA/N reports with this conclusion will be destroyed five years from the date of the report, case closing, or from the date of the last report if there were subsequent reports." The information contained in each record may include, but not limited to the following sections: assessment and services, child's, correspondence, reports, forms, legal, interstate compact placement for children, administrative review, intensive in-home services, domestic violence, and older youth program services. Section 2 Chapter 5.3.16 (H) and (I) of the Child Welfare Manual.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Home Schooling conclusion means a parent or other responsible caretaker is providing the child with academic education at home, without the child's attendance at a public or private school.

**DISPOSITION ACTION:** Destroy

**SERIES:** 20743

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** CA/N Investigations and Family Assessments with "Unable to Locate" Conclusions

**CUTOFF:** EOY in which case is closed

**DESCRIPTION:** This series would include CA/N Investigation and/or Family Assessment reports that were concluded as "Unable to Locate". The "unable to locate" conclusion may be used only after all three of the following criteria have been met: when not one single child or any parent/caretaker included in the report is located; after the Children's Service Worker has searched all available resources that can help to locate the family and children; after the supervisor agrees that sufficient attempts have been made and the Children's Service Worker has exhausted all available resources to locate the family. Section 210.152 RSMo, requires the Division to retain all conclusions for ten years from the date of the report and then shall be removed from the records of the division.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20742

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

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**TITLE:** CA/N Investigations Substantiated by a Preponderance of Evidence (POE)

**CUTOFF:** EOY in which case is closed

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**DESCRIPTION:** The information contained in each record may include the Division's CA/N investigative record and evidentiary documents obtained from other entities during the CA/N Investigation. The establishment of a finding of child abuse or neglect is outlined in the Child Welfare Manual Section 2: Chapter 4.1.8.1.3

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** The Division's burden of proof became "Preponderance of Evidence" for all CA/N Investigations per 210.152, RSMo.

**DISPOSITION ACTION:** Permanent

**SERIES:** 807

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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**TITLE:** Case File Working Papers

**CUTOFF:** Close of Case

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**DESCRIPTION:** Per Section 5: Chapter 4.2.1 of the Child Welfare Manual, materials include, but are not limited to notes, observations, or impressions that have not been summarized; phone messages; e-mails; or material not pertinent to the case or that has been formally documented elsewhere in the case record.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Records will be destroyed securely by the Children's Division. Workers shall remove and expunge extraneous material from case records prior to or at the time of case closing. Supervisors shall screen case records at the time of closing to assure extraneous material has been removed by the worker. Workers should assure unsummarized material pertinent to the case record not documented elsewhere is documented in the case narrative prior to expungement.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23863

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** Contractual Services Cases with No Direct Service Delivery

**CUTOFF:** EOSFY in which contract ends

**DESCRIPTION:** Children's Treatment Services (CTS) are contracted therapeutic services provided by independent, private providers. They are used to meet the service needs of the family which are identified in the family assessment. These services are purchased by the Division on behalf of the family. Files may include, but may not be limited to service contract, any amendments to the contract, and audit requirement certification. Per RSMo. 516.120

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 817

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Court Adjudicated Child Abuse/Neglect (CA/N) Reports

**CUTOFF:** EOCY in which case is adjudicated

**DESCRIPTION:** Court adjudicated is a conclusion based upon a court's decision in a Juvenile or Family Court, a Criminal Court conviction or a judicial review conducted by the Circuit Court as outlined in the Child Welfare Manual Section 2: Chapter 4.1.8. The information contained in each record may include, but is not limited to CA/N Investigation, family assessments completed in response to CA/N Reports and includes the following sections: assessment and services, child's, correspondence, reports, forms, legal, interstate compact placement for children, administrative review, intensive in-home services, domestic violence and older youth program services.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Permanent retention of investigation reports with a final disposition of Court Adjudicated became a statutory requirement per Section 210.152, RSMo.

**DISPOSITION ACTION:** Permanent

**SERIES:** 805

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** Denied, Involuntarily Suspended or Revoked Child Placing Agency License Files

**CUTOFF:**EOCY

**DESCRIPTION:** Pertains to any residential child care agency and/or child placing agency license that has been denied, involuntarily suspended or revoked. Files may include, but not limited to the application for an agency license, the administrative file of the agency, a detailed agency manual of operation, a detailed written service plan, and written directions from the administrative office to the agency office. Records produced and maintained per Section 5: chapter 4.2.8 of the Child Welfare Manual and 210.221 RSMo.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23413

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Exempt Child Care Facility Records

**CUTOFF:**EOCY

**DESCRIPTION:** Exempt child care providers are required to complete a license-exempt, self-certification form, provide a health report completed by a physician and a verification letter from the Division of Family Support stating that they are exempt from having a license. Many child care providers are license-exempt including: A provider who cares only for his/her relatives, a provider who only cares for the children of one other family (other than the provider's own children, if he or she has any children), cooperative agreements (Co-ops) in which parents share responsibility for child care, public recreation programs, and before and after-school programs run by schools. Per 19 CSR 30-62.022.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21029

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** Family Assessments Not Resulting in Case Management

**CUTOFF:** EOSFY

**DESCRIPTION:** This series would include concluded CA/N reports in the family assessment track. Family Assessment and Services provides an assessment of a child who has been reported to the division as a victim of abuse or neglect by a person responsible for that child's care, custody or control within that child's family. The assesment details risk of abuse and neglect and, if necessary, the provision of community-based services to reduce the risk and support the family. The information contained in each record may include, but is not limited to child abuse and neglect investigation, family assessments completed in response to CA/N reports and includes the following sections: assessment and services, child's, correspondence, reports, forms, legal, interstate compact placement for children, administrative review, intensive in-home services, domestic violence and older youth program services. Outlined in Section 5: Chapter 4.1.1 of The Child Wefare Manual.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 808

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Family-Centered In-Home Service Cases

**CUTOFF:** EO CY in which case is closed

**DESCRIPTION:** Documentation that family-centered services are provided to families and children in their own homes when a child abuse or neglect investigation/family assessment response determination is "preponderance of evidence", "unsubstantiated-preventive services indicated", or "services needed". The information contained in each record may include, but is not limited to CA/N investigation, family assessments completed in response to CA/N reports and includes the following sections: assessment and services, child's, correspondence, reports, forms, legal, interstate compact placement for children, administrative review, intensive in-home services, domestic violence, and older youth program services. Section 5: Chapter 4.2.3 of the Child Welfare Manual.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 813

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** Foster Child (Family-Centered Out-of-Home Care Case (FCOOHC)) Records

**CUTOFF:** EOCY in which case is closed

**DESCRIPTION:** Includes the closed record of a foster child that never reached permanency through reunification to their biological parent, including any of the case records of the child's biological parent. Records produced and maintained per Section 5: Chapter 4.2.4 of the Child Welfare Manual.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 822

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

**TITLE:** Foster/Relative/Kinship Parent Records

**CUTOFF:** EOCY in which case is closed

**DESCRIPTION:** Records include, but are not limited to case management, child welfare services face sheet, worker activity and contacts, Foster Care Review Board (FCRB) court orders, recommendations, case plan, child and safety assessment plan case staffing, children's placement plan(s) medical information and/or special needs, school records, IV-E/ funding, IV-E, Medicaid and child support, central registry, and any related correspondence. Used to track foster parent activity. Records produced and maintained per Section 4 Chapter 12.3 and Section 5 Chapter 4.2.5 of the Child Welfare Manual.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 820

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

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**TITLE:** Home Studies, Without Placement of a Child

**CUTOFF:**EOCY in which application is withdrawn

**DESCRIPTION:** Applies to foster/relative provider records in which the application was withdrawn by the prospective Foster/Relative Provider, or they maintained a license, yet did not have children placed in their care until they chose to close their license. License must be reviewed after 2 years. Per section 5 chapter 4.2.5 of The Child Welfare Manual.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 814

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

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**TITLE:** Interstate Compact for Placement of Children (ICPC)

**CUTOFF:**EOCY

**DESCRIPTION:** These are the original ICPC files which are processed at the Central Office level and used by personnel at Central Office. Records include the application and correspondence paperwork between states, and not the case management records maintained by field personnel. Per Section 4 Chapter 25 of the Child Welfare Policy Manual.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 815

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012





## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** Interstate Compact on Adoption and Medical Assistance (ICAMA) and Inter-departmental Initiative Medicaid Billing Residential Assistance (RA)

**CUTOFF:** EOSFY

**DESCRIPTION:** Provides Medicaid coverage to eligible adoption subsidy children when families move across state lines. The following forms are to be used to share information between member states: ICAMA Form 6.01, Notice of Medicaid Eligibility/Case Activation. One copy of the current Adoption Subsidy Contract and Amendment (mandatory); One copy of the adoption decree (optional); and One copy of the child's birth certificate (optional). Per Section 4 Chapter 25 Subsection 7 of the Child Welfare Manual.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18554

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Legal Precedent and Consent Decree Records

**CUTOFF:** Closure of case

**DESCRIPTION:** All files pursuant to a court order of any court ruling that has set legal precedent for the Children's Division that would affect the current and future policies of the Division. This includes, but is not limited to compliance reports, committee recommendations, corrective action plan, training materials, vendor reports, incident reports and monitoring reports.

**RETENTION:** Years: 30 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 18553

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** Merit Registers

**CUTOFF:** EOSFY

**DESCRIPTION:** Contains copies of completed merit registers and correspondence to applicants, interview packets which contain background checks and merit certifications for job openings.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23384

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Residential Child Care and Child Placing Agency Licensing Records

**CUTOFF:** EOSFY in which license is closed

**DESCRIPTION:** Pertains to any residential child care agency and/or child placing agency license that has been closed, including, satellite foster homes, group foster homes, and residential treatment facilities that are licensed by the Children's Division. Records produced and maintained per Section 5 chapter 4.2.8 of the Child Welfare Manual.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21027

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

**TITLE:** Terminated Foster/Relative/Kinship Parent Records Due to Revocation or Denial of License

**CUTOFF:** EOCY in which termination occurs

**DESCRIPTION:** Records of foster parents which were terminated as a result of revocation or denial of initial licensing. To include, but are not limited to a summary of the licensing rules, a copy of the Child Abuse/Neglect Investigation/Family Assessment Summary (CPS-1) and Safety Assessment (CD-17), a copy of the home assessment, Notification of Resource Home Adverse Action Letter Form CS-20a of adverse action taken and of procedure for fair hearing. Section 6 Chapter 3.1 and Section 5 Chapter 4.2.5 of the Child Welfare Manual.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23776

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

**TITLE:** Unsubstantiated CA/N Investigations Reported by a Mandated Reporter.

**CUTOFF:** EOCY in which investigation is concluded

**DESCRIPTION:** This series includes all variations of unsubstantiated conclusions, when any mandated reporter as provided by sections 210.115, RSMo or 352.400, RSMo, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of sections 210.109 to 210.183 and Section 210.152 RSMo, establishes a five year retention from the conclusion of any unsubstantiated CA/N Investigation reported by a mandated reporter.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 810

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Unsubstantiated CA/N Investigations Reported by a Non-Mandated (Permissive) Reporter

**CUTOFF:** EOCY in which investigation is concluded

**DESCRIPTION:** This series includes all variations of unsubstantiated conclusions, when the reporter of the CA/N Investigation was a non-mandated (permissive) reporter. Section 210.152, RSMo, establishes a two year retention from the conclusion of any unsubstantiated CA/N Investigation reported by a non-mandated (permissive) reporter.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 809

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Childrens Division

Sub-Section:

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**TITLE:** Withdrawn Residential Child Care and Child Placing Initial Applications

**CUTOFF:** EOY in which application is withdrawn

**DESCRIPTION:** Records include request of a residential child care facility or child-placing agency applicant that no longer wishes to pursue the application prior to issuance of an initial permit. The licensing staff documents this request, confirms that no children are in care of the facility and may close the case unless negative action is warranted. Records produced and maintained per Section 5 chapter 4.2.8 of the Child Welfare Manual.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21028

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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